



CHARGING AND REMISSIONS POLICY

The School Ethos

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means.

The Policy

1. *No charges will be made for*

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Education provided on any day trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Education provided on any day trip that takes place outside school hours if it is part of the National Curriculum.
- Transport and attraction tickets provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.
- Club activities when provided voluntarily by a member of school staff in the course of their employment.

2. *Activities for which charges may be made*

- Club activities when provided by non-school employed individuals or organisations, but only if the majority of the time spent on that activity takes place outside school hours. This includes activities provided by members of staff outside of their normal school employment when acting as a self-employed individual or as the employee of another company. These club activities will be charged directly to parents by the club.
- Extended day childcare provision. The school's provider of before and after school care will charge parents directly for their services.
- Residential activities – Board, lodging and transport costs (but only those costs) of residential trips.

3. *Families qualifying for remission or help with charges*

- In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that voluntary contributions for trips will not be requested from parents in receipt of Free School Meals. This will instead be funded by the school's Pupil Premium Funding.
- Parents in receipt of Free School Meals will not be charged for the cost of residential trips. This will also be paid by the school's Pupil Premium Funding.
- Parents not in receipt of Free School Meals may make an application to the head teacher for a discretionary discount on the cost of residential activities.

4. *Additional considerations*

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments for residential trips
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay beyond the date of the trip

Signed.....
(Kate Amis, Chair of Governors)

February 2014

